

## **GUIDANCE FOR SUBMITTING A DISBURSEMENT REQUEST BROWNFIELDS CLEANUP REVOLVING LOAN FUND**

The standard “Request for Disbursement” form should be completed, signed and submitted in duplicate with one copy of backup material that includes:

1. All invoices for engineering services. Time sheets and expense reports should be included with all resident engineering invoices.
2. Contractor’s pay estimate for the time period covered by the disbursement request.
3. Other invoices for miscellaneous costs (administrative, legal, financing, soft costs, etc.).
4. A running tabulation of all the above expenses should be submitted with each request. The tabulation should easily relate to the engineering services contract.

Typical classification on the disbursement request form is as follows:

Line 1. Administrative Expenses (remediation bid and advertisements, health and safety plans).

Line 2. Preliminary Expenses (remedial design costs, etc.).

Line 3. Remediation Administration (as defined in engineering services agreement).

Line 4. Remediation Costs

Line 5. Project Inspection Fees (certifications required as part of the loan agreement).

Line 6. Miscellaneous Costs

Line 7. Total Costs (cumulative to date).

Line 8. Less previous disbursements received.

Line 9. The amount of the current disbursement request

Line 10. Percent Project Completion (line 10 divided by the amount of the loan).

Disbursement Requests shall be submitted no more often than once a month. Currently, the turn around time from receipt of disbursement request to deposit funds into your account is approximately ten (10) business days.

For further information regarding the Brownfields Cleanup Revolving Loan Fund, please contact Joyce Bledsoe at the New Hampshire Department of Environmental Services (603-271-2987).